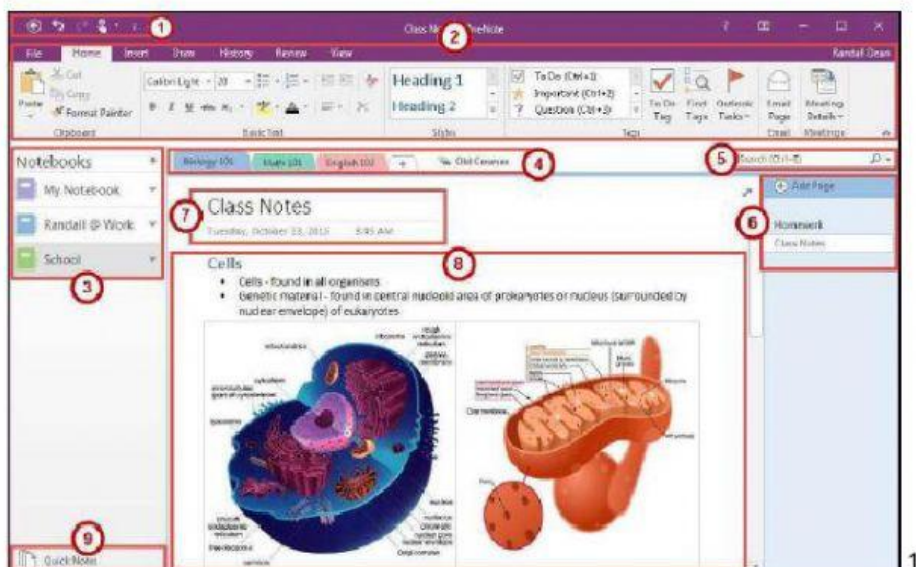


Lesson 1 OneNote Interface

The OneNote 2016 Interface is different from previous versions of OneNote. The following illustrates the interface and where OneNote features are located. 1

1. Quick Access Toolbar
2. Ribbon
3. Notebooks
4. Sections
5. Search
6. Pages
7. Page Title
8. Note taking area
9. Quick Notes



The Quick Access Toolbar

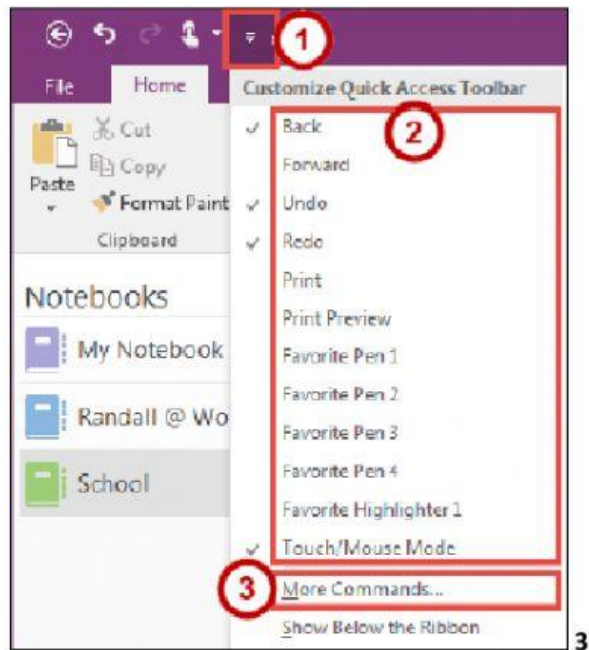
The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain buttons for the functions that you use most often. 2



Customize the Quick Access Toolbar.

1. Click the drop-down arrow on the far right. 3
2. Click any listed command to add it to the Quick Access Toolbar. 4

3. Click More Commands to choose from a comprehensive list of commands .3

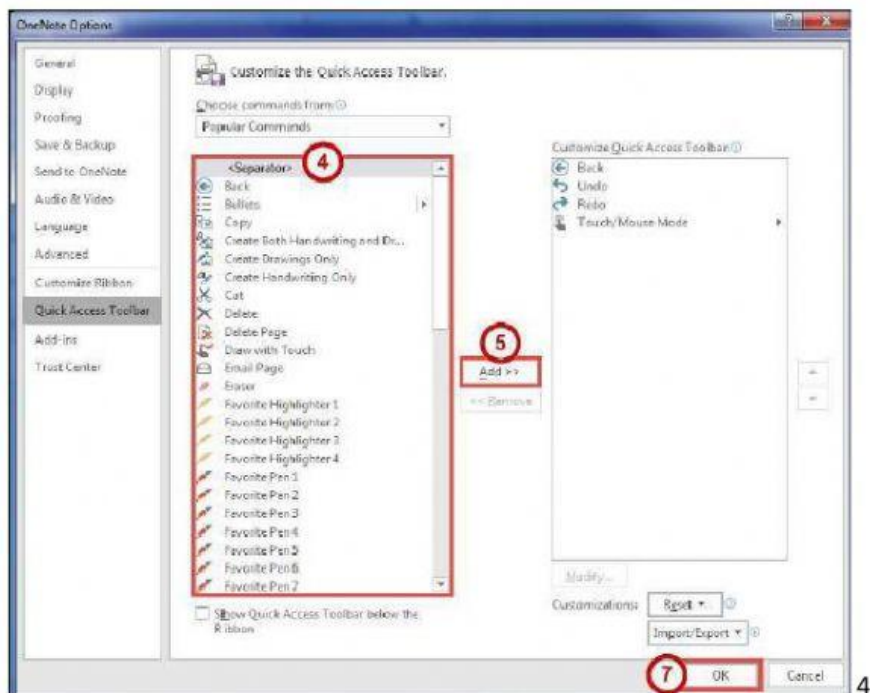


4. Select a command from the list by clicking on it. 4

5. Click the Add button. 4

6. Repeat steps 4 & 5 to add additional commands. 4

7. Click the OK button to confirm your selection.4



The Ribbon

The Ribbon is a panel that contains functional groupings of buttons and drop-down lists organised by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task. 5



The File Tab

The file tab takes you to a centralized location called the *Microsoft Office Backstage view*. *QWhat* This is where you can open, create, share, and print your notes. You can also change your account setting here.

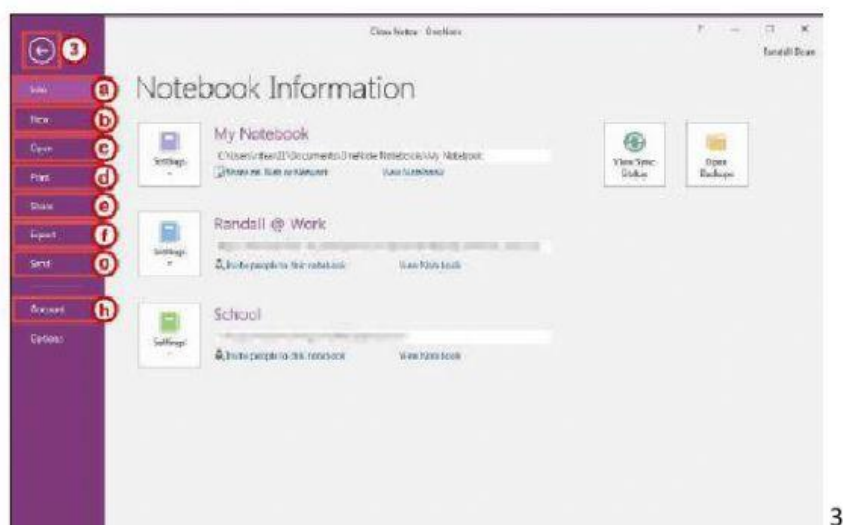
1. Click the **File** tab.1



2. You can do the following from the *Backstage view*.²

- a. **Info** - Obtain information about your notebooks.
- b. **New** - Create new notebooks.
- c. **Open** - Open existing notebooks.
- d. **Print** - Print notebooks and see a preview of your notebook.
- e. **Share** - Share notebooks with people.
- f. **Export** - Export pages, sections, or notebooks to different file formats.
- g. **Send** - Send notebooks to people through email.
- h. **Account** - Access your Microsoft Office 2016 account information.

3. To leave the *Backstage view* and return to your notebook, click the **left arrow** button above.²



Questions

1. Explain the steps to customize the Quick Access Toolbar

2. What are all the features in the File tab?

